

Part 301-10-TRANSPORTATION EXPENSES

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301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

Since you cannot use Government contract fares for personal travel, you should turn your personal ticket in to your servicing travel management center (TMC) so that they can issue one ticket which will include both official and personal points of travel. You will be responsible for any costs above the Government contract fare.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

301-10.110(c) Where do I show personal travel on the travel order?

Personal travel tied to the beginning and/or end of an official trip should be shown in the "Remarks" section of the travel order or the Travel Manager authorization default form. Personal travel occurring in the middle of the official trip dates should be shown in the "Remarks" section of the travel order, or the "General Itinerary", "Other Authorizations", and "Remarks" section of the Travel Manager authorization default

Subpart D--Privately-Owned Vehicle (POV)**301-10.302(a) What are the one-way mileage distances for the Washington Metropolitan area?**

The following one-way mileage distances will be used when computing POV mileage for the Washington Metropolitan area. In order that this table can be revised accordingly, the NOAA Travel Office (NTO) should be notified in writing when repeated trips are made between locations not included in this table. *See FTR, Chapter 301-10.300 for POV mileage rates.*

ONE WAY**Dulles Airport to:**

Reagan National Airport	25
Riverdale, MD	40
Rockville, MD	25
Silver Spring, MD	23
Sterling, VA	8
Suitland, MD (FOB 4 Building)	35

Germantown, MD (Century XXI Building) to:

Herbert C. Hoover Building (HCHB)	34
Suitland, MD (FOB 4 Building)	44
Silver Spring, MD	24
Shady Grove, MD	10
Rockville, MD	14

Riverdale Building to:

Baltimore Washington International Airport	26
Camp Springs, MD (World Weather Building)	23
College Park, MD	4
Herbert C. Hoover Building (HCHB)	14
Navy Yard	12
Rockville, MD	21
Silver Spring, MD	11
State Department, 1425 K St., N.W.	11
State Department, 21st & C Sts., N.W.	13
Suitland, MD (FOB 4 Building)	21
Reagan National Airport	16

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Silver Spring Metro Center Buildings (SSMC II, III, and IV), to:

Arlington, VA	14
Agriculture Department	7
Baltimore, MD	45
Federal Aviation Agency	8
Fort Belvoir, VA	28
Herbert C. Hoover Building (HCHB)	8
Interior Department	8
National Museum of Natural History, 10th & Const. Ave, NW	8
Navy Yard	11
Reston, VA	23
Smithsonian Institute	8
Sterling, VA	38
State Department, 21st & C Sts., N.W.	8
State Department, 1425 K St., N.W.	10
Suitland, MD (FOB 4 Building)	29
University of Maryland	8
Rockville, MD	10
White House Conference Center	12
Reagan National Airport	16

Sterling, VA to:

Rockville, MD	34
Tyson's Corner, VA	21
Reagan National Airport	35

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301-10.302(a)

Suitland, MD (Federal Office Building #4 (FOB-4)) to:

Andrews Air Force Base (4th Weather Group)	7
Baltimore Washington International Airport	35
Bethesda, MD	21
College Park, MD	19
Gaithersburg, MD (NIST)	42
General Services Administration, 7th & D Sts., S.W.	9
Herbert C. Hoover Building (HCHB)	10
Interior Department	11
National Academy of Science	10
National Aeronautics & Space Admin., 1512 H St., N.W.	10
National Aeronautics & Space Admin., Beltsville, Md	19
National Aeronautics & Space Admin., Colemont Bldg., SS	19
National Aeronautics & Space Admin., FOB-6	8
National Aeronautics & Space Admin., 19th St., N.W.	10
Naval Research Laboratory	9
Naval Ships Research & Development Laboratory	26
Navy Department	10
Navy Yard	7
Pentagon	10
Reagan National Airport	14
Rockville, MD	33
State Department, 21st & C Sts., N.W.	11
State Department, 1425 K St., N.W.	9
University of Maryland	20
U.S. Capitol	7
White House Executive Office Building	10
World Weather Building	4

Subpart D–Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

Subpart E–Special Conveyances

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

No. If you are offered a rental car rate that is lower than the Government rental car rate, you are required to decline the lower rate. Rental car rates offered at a lower than Government rate do not include full coverage insurance for damages resulting from an accident while performing official travel.

Subpart F–Air Charter Services

301-10.500 What is the definition of charter aircraft?

Aircraft, including pilots and flight crews, chartered for point-to-point service to satisfy a one-time need.

301-10.501 How does air charter for point-to-point services to satisfy a one-time need get approved?

Memoranda of requests for air charter services must be submitted to and approved by the Director, Finance Office/Comptroller, before an agreement can be completed.

301-10.502 How do air charter services for field party activities get approved?

Prior approval is not required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized on NOAA Form 42-8, “Aircraft Charter Agreement,” which must be signed by representatives of the Government and the carrier.

See NTR, Chapter 300-4(j) for a blank NOAA Form 42-8.

501-10.503 What method of payment is used to procure air charter for point-to-point services to satisfy a one-time need?

Air charter services under \$2,500 can be procured on the Citibank Government travel card. A copy of the memorandum of approval and Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

301-10.504 What method of payment is used to procure air charter services for field party activities?

Air charter services under \$2,500 for field party activities can be procured on the Citibank Government travel card. The original NOAA Form 42-8 and a copy of the Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

301-10.505 What is the definition of a rental aircraft?

Aircraft rented on a short-term basis under small purchasing authority, with operator-furnished pilots and flight crew, or AOC furnished pilot(s) and flight crew. Short-term or one-time rentals are those for a period of 30 days or less and for obligations of funds less than \$5,000.

301-10.506 What is the definition of a contracted (leased) aircraft?

Aircraft utilized on a formal contract basis for a stipulated time interval, as distinguished from intermittent charter or rental aircraft, with operator-furnished pilot(s) and flight crew, AOC-furnished pilot(s) and flight crew, or NWS-furnished pilot(s).

301-10.507 What is the definition of a privately-owned or rented aircraft?

Aircraft owned or rented by the designated pilot who is then reimbursed on a mileage basis per *FTR*, 301-10.303.

301-10.508 When can a privately-owned or rented aircraft be approved?

Use of privately-owned or rented aircraft piloted by a Government employee is permitted when approved. Approvals are granted in accordance with *FTR*, Chapter 301-10.303, and NOAA Administrative Order 216-103, “Aircraft Operations Center Aviation Policies.” Additionally, NWS employees must also adhere to the *NWS Operations Manual*, Chapter D-79, *NWS Flight Operations*.